

## PART Ed 512 PROFESSIONAL DEVELOPMENT MASTER PLAN AND RECERTIFICATION

Ed 512.01 Basic Requirement. Each school administrative unit, local school district, or participating nonpublic school shall prepare a 5-year master plan in accordance with requirements of this part.

Source. #2055, eff 6-16-82; ss by #2714, eff 5-16-84; ss by #4851, eff 6-25-90; EXPIRED 6-25-96

New. #6349, eff 10-5-96; ss by #7045, eff 7-1-01; ss by #8335, eff 4-23-05

Ed 512.02 Criteria for State Approval of Local Professional Development Master Plan. The following criteria shall apply to the approval of the master plan:

(a) Each school administrative unit, local school district, or participating nonpublic school shall file with the department the 5-year master plan required by Ed 512.01.

(b) A local professional development committee, established by the local superintendent shall:

- (1) Include representation of educators, administrators, local school board members, and parents, or community lay persons, or both; and
- (2) Develop and monitor the master plan according to Ed 512.02 (c) through (e) under the direction of the local superintendent in accordance with local school board policies, state statutes and state board rules.

(c) The professional development master plan shall include the following:

- (1) A statement describing the purpose of the master plan;
- (2) Procedures for collecting and interpreting data and information which shall provide evidence of each educator's growth in knowledge of:
  - a. Subject or field of specialization; and
  - b. Learners and learning as they relate to school and district goals in order to increase student achievement;

(3) A description of the data collection system, including the collection and interpretation of a variety of relevant data sources such as but not limited to:

- a. The New Hampshire education improvement and assessment program;
- b. Portfolios;
- c. Standardized tests; and
- d. Other local assessment instruments;

(4) Procedures for using the data collection system described in (c)(3) above for:

- a. Identifying student learning needs;
- b. Determining individual educator goals;
- c. Determining district or school goals;
- d. Evaluating student learning;
- e. Measuring the effectiveness of an individual professional development plan; and
- f. Evaluating the effectiveness of the master professional development plan on an on-going basis;

(5) Evidence that the plan is consistent with RSA 193-C:3, III;

(6) A statement describing how the master plan shall require each educator to demonstrate continuous improvement in the exercise of professional judgment and in regard to the knowledge, skills, and dispositions referenced in Ed 505.07, Ed 506.01, Ed 506.03, Ed 506.04, Ed 506.06, and Ed 506.07;

(7) A statement describing a variety of professional development activities focusing on content and pedagogy including, but not limited to:

a. Job-embedded professional development, including, but not limited to:

1. Observations;
2. Independent study;
3. Study groups;
4. Action research;
5. Educational peer coaching;
6. Mentoring; and
7. Curriculum, instruction, and assessment development; and

b. Formal professional development, including, but not limited to:

1. Collegiate or graduate course work;
2. Workshops and professional conferences;
3. Seminars; and
4. Institutes; and

(8) A process to address the recertification needs of all certified employees, including paraeducators.

(d) The professional development master plan shall comply with state certification rules and with federal, state and local laws and regulations, including the local education improvement plan required in federal grant applications.

(e) The professional development master plan shall include the following processes for developing comprehensive 3-year individual professional development plans:

- (1) The development of a body of evidence that documents job-embedded or formal professional development addressing the school or district improvement goal(s) and content areas;
- (2) An accumulation of a minimum of 75 continuing education units documenting job-embedded or formal professional development addressing school or district improvement goal(s) and content areas; or
- (3) A combination of less than 75 continuing education units and evidence that together document job-embedded or formal professional development addressing the school or district improvement goal(s) and content areas.

(f) The administrator or designee shall review each professional development master plan and:

- (1) Approve such plan in writing if it meets the requirements of this section; or
- (2) Confirm in writing that the plan needs modification.

(g) If the professional development master plan is amended, the amendments shall be made in accordance with this section, as confirmed by the administrator.

(h) Representatives of the department shall make an on-site visitation, on an as-needed basis as determined by the department, in order to observe whether the local administration of the master plan adheres to the criteria set forth in this section.

[Source.](#) #6349, eff 10-5-96; ss by #7045, eff 7-1-01; ss by #8335, eff 4-23-05

#### Ed 512.03 Individual Professional Development Plan.

(a) Each certified educator, including an educator with a professional certificate, shall develop, in collaboration with a supervisor or the supervisor's designee, an individual plan as follows:

- (1) An educator shall file the individual professional development plan with the school administrative unit, local school district, or participating nonpublic school for review and approval according to the criteria in (3) below;
- (2) The individual professional development plan shall be developed for a 3-year period consistent with the educator's certification(s) and incorporate one of the 3 options referenced in Ed 512.02(e);

(3) The individual professional development plan shall include one or more goals for improving student learning and be developed from:

- a. The educator's self assessment or reflection on competencies referenced in Ed 512.02(c)(6) and the content area standards referenced in Ed 506.01, Ed 506.03, Ed 506.04, Ed 506.06, Ed 506.07, and Ed 507;
- b. Analysis of student work; and
- c. A review of school or district goals, or both;

(4) The individual professional development plan shall include components such as the following:

- a. Activities or efforts to reinforce school or district improvement goals, or both;
- b. Activities or efforts focused on increasing student achievement;
- c. Knowledge of all subject and content areas taught and field(s) of specialization for which recertification is sought;
- d. Knowledge of learners and learning;
- e. Knowledge of effective, developmentally-appropriate teaching strategies and best practices for the subject and content areas taught and for which recertification is sought; and
- f. Activities that promote continuous improvement in exercising professional responsibilities and obligations; and

(5) The plan shall meet the requirements of the master plan as specified in Ed 512.02(e).

(b) Each certified educator whose credentials expire in a given year shall accrue total continuing education units of approved professional development activities prior to being renominated or reelected pursuant to RSA 189:14-a. Professional development completed after nomination or election shall be counted toward the next 3-year recertification cycle which shall commence on July 1 of that same calendar year.

(c) A certified educator who is employed under a master plan and who holds a professional certificate that supports his or her current assignment shall develop an individual professional development plan that supports the educator's current assignment.

Source. #6349, eff 10-5-96; ss by #7045, eff 7-1-01; ss by #8335, eff 4-23-05

Ed 512.04 Criteria for Recertification of Educators under the Professional Development Master Plan. The following criteria shall apply for recertification of educators under the professional development master plan:

(a) The professional development master plan shall require that every educator applying for renewal of his/her credential has the approval of the local superintendent or designee for the successful completion of the educator's individual professional development plan, based on one of the options referenced in Ed 512.02(e).

(b) The individual professional development plan shall address the elements described in Ed 512.03(a)(4).

Source. #7045, eff 7-1-01; ss by #8335, eff 4-23-05

Ed 512.05 Criteria For Recertification of Educators Not Under the Local Professional Development Master Plan. Certified educators seeking recertification who are not employed by a school administrative unit, a local school district, or a participating nonpublic school shall:

(a) Comply with a professional development master plan prepared by the department that is in accordance with the criteria listed in Ed 512.02(c); and

(b) Submit an individual professional development plan developed for a 3-year period, consistent with the educator's certification(s), to the bureau for review, which shall be approved by the bureau if it meets the following requirements:

(1) The plan is prepared according to the following breakdown of a minimum of 75 required continuing education units:

a. At least 30 of the required 75 continuing education units in an approved professional development activity in each subject area or field of specialization, or both, including an understanding of the theory and content related to the educator's primary teaching or special service assignment; and

b. At least 45 of the remaining credits aligned with Ed 505.07;

(2) The plan includes one or more goals for improving student learning, as developed from the educator's self assessment or reflection on competencies referenced in Ed 512.02(c)(6) and the content area standards referenced in Ed 507; and

(3) The plan includes components, such as, but not limited to, the following:

- a. Knowledge of all subject or content areas taught and field(s) of specialization for which recertification is sought;
- b. Knowledge of learners and learning; and
- c. Knowledge of effective, developmentally appropriate teaching strategies and best practices for the subject or content areas taught and for which recertification is sought.

[Source.](#) #7045, eff 7-1-01; ss by #8335, eff 4-23-05

Ed 512.06 Certified Paraeducators II.I. Requirements for paraeducators certified under Ed 504.05 shall be as follows:

(a) For those certified paraeducators who are employed by an agency listed in Ed 512.01, a minimum of 50 continuing education units shall be required in areas determined by the professional development master plan required by this part; and

(b) For those certified paraeducators who are not employed by an agency listed in Ed 512.01, a minimum of 50 continuing education units of paraeducator growth shall be required.

[Source.](#) #7045, eff 7-1-01; ss by #8335, eff 4-23-05; amd by #8667, eff 7-1-06